

**PROGRESS REPORTING FORMAT**  
**University of Pennsylvania**  
**N66001-14-2-4032**

DATA DELIVERABLE TITLE	DID REFERENCE NUMBER	FREQUENCY				DATE FIRST SUBMISSION	DATE SUBSEQUENT SUBMISSIONS(S)	FORMAT			DISTRIBUTION COPIES		
		#*	Q*	S*	A*			H*	M*	E*	DRAFT	FINAL **	
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FINANCIAL AND MAN-HOUR EXPENDITURE REPORT	DI-FNCL-80331A		X				SUBMIT WITH QUARTERLY REPORT DUE 28 FEB, 31 MAY, 30 AUG, AND 30 NOV.			X		71510 71501 22530 DARPA BTO	
FINANCIAL & LABOR HOUR EXPENDITURE REPORT	DI-FNCL-81537		X				SUBMIT WITH QUARTERLY REPORT DUE 28 FEB, 31 MAY, 30 AUG, AND 30 NOV.			X		71510 71501 22530 DARPA BTO	
CERTIFICATION/DATA REPORT – IACUC COMPLIANCE REPORT	DI-MISC-80678	1					PLEASE REFER TO NOTES BELOW.			X		71510 71501 22530 DARPA BTO	
CERTIFICATION/DATA REPORT – IRB COMPLIANCE REPORT	DI-MISC-80678	1					PLEASE REFER TO NOTES BELOW.			X		71510 71501 22530 DARPA BTO	
PRESENTATION MATERIALS	DI-ADMN- 81373		X			AS REQUIRED	NLT 5 DAYS PRIOR TO REVIEWS. HARD COPIES TO BE PROVIDED AT REVIEWS. JUSTIFICATION FOR HARDCOPIES IS THAT IT IS A DARPA REQUIREMENT.	X X		X		71510 71501 DARPA BTO	
MONTHLY REPORT	DI-MISC-80508B	48				30DAC	MONTHLY THEREAFTER  <b>REFER TO SOW PARA 3.3.4 FOR REQUIRED DATA TO INCLUDE.</b>			X		71510 71501 DARPA BTO	
RESEARCH AND DEVELOPMENT (R&D) PROJECT SUMMARY – QUARTERLY REPORT  <b>NOTE: SUBMIT SF 425 WITH QUARTERLY REPORT.</b>	DI-MISC-81612B		X				SUBMIT WITH FINANCIAL AND MAN-HOUR EXPENDITURE REPORT AND FINANCIAL & LABOR HOUR EXPENDITURE REPORT DUE 28 FEB, 31 MAY, 30 AUG, AND 30 NOV. <b>SEE SOW FOR REQUIRED DATA TO INCLUDE.</b>			X		71510 71501 DARPA BTO	
FINAL AGREEMENT REVIEW	DI-ADMN- 80447	1				NLT END OF CONTRACT (EOC)	NOT APPLICABLE.  <b>PLEASE REFER TO NOTES BELOW</b>			X	X X	71510 71501 DARPA BTO	
INTERFACE DESIGN DESCRIPTION (IDD) – SYSTEM DEVELOPMENT PLAN	DI-IPSC-81436	1				NLT END OF CONTRACT (EOC)	<b>REFER TO SOW PARA 3.3.6 FOR REQUIRED DATA TO INCLUDE.</b>			X		71510 71501 DARPA BTO	
COMPUTER SOFTWARE SYSTEM DOCUMENT – SYSTEM DOCUMENTATION	DI-IPSC-80942	1				NLT END OF CONTRACT (EOC)	<b>REFER TO SOW PARA 3.3.7 FOR REQUIRED DATA TO INCLUDE.</b>			X		71510 71501 DARPA BTO	
INCIDENTAL COMPUTER SOFTWARE PRODUCT – ALGORITHMS AND SOURCE CODE	DI-IPSC-81488	1				NLT END OF CONTRACT (EOC)	<b>REFER TO SOW PARA 4.0 FOR REQUIRED DATA TO INCLUDE.</b>			X		71510 71501 DARPA BTO	

KEY: #\* = NUMBER OF TIMES, Q\* = QUARTERLY, S\* = SEMI-ANNUAL, A\* = ANNUALLY, H\* = HARD COPY, M\* = MAGNETIC MEDIA, E\* = ELECTRONICALLY (E-MAIL), NET = NO EARLIER THAN, NLT = NO LATER THAN

INCIDENTAL HARDWARE RELATED TECHNICAL DATA- DEVELOPMENTAL DESIGN DRAWING/MODELS AND ASSOCIATED LISTS	DI-SESS-81002F	1				NLT END OF CONTRACT (EOC)	REFER TO SOW PARA 4.0 FOR REQUIRED DATA TO INCLUDE.			X		71510 71501 DARPA BTO	
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\*\* FINAL COPIES: NOT TO EXCEED ORIGINAL AND TWO COPIES.

#### NOTES:

1. DARPA/BTO POC is (b)(6) Defense Advanced Research Projects Agency, 675 N. Randolph St., Arlington, VA 22203-2114  
Tel: (703) 526-2189. **E-mail address:** (b)(6)@darpa.mil
2. **Email addresses:** (b)(6)@navy.mil (71510) (b)(6)@navy.mil (71501), veronica.cardoso@navy.mil@navy.mil (22530)
3. **Financial and Man-Hour Expenditure Report (Quarterly Financial Report):** SF-269A is required for financial reporting IAW DODGAR §32.52 Financial Reporting. Supplemental information format will be provided at kick-off meeting. Create in MS OFFICE/PDF readable applications.
4. **Financial & Labor Hour Expenditure Report (Invoice Cost Detail Report):** SF-269A is required for financial reporting IAW DODGAR §32.52 Financial Reporting. Supplemental information shall be created in MS OFFICE/PDF readable applications. Report shall include actual labor hours by category, facilities (i.e., rent, equipment, etc), travel (including subsistence and other allowable costs related to travel, and other ODC's).
5. **Certification/Data Report (IACUC Compliance Report)** – Create using MS Office/PDF readable applications. Recipient format is acceptable for Institution approval. Must use DARPA Animal Appendix for DARPA's veterinarian approval. DID para 10.3.1 does not apply. Animal use **is** anticipated for this effort. Prior to any work performed on animals, the contractor shall obtain all necessary Institutional Animal Care and Utilization Committee (IACUC) approvals and demonstrate this approval to the Government (both ACURO and SSC-Pacific) prior to beginning experimentation with animals.  
**Frequency** – 1 time with revisions.
6. **Certification/Data Report (IRB Compliance Report)** – Create using MS Office/PDF readable applications. Recipient format is acceptable. Human Use **is** anticipated in this effort. Prior to any work performed on humans, the contractor shall obtain all Institutional Review Board (IRB) approvals, show proper assurance documentation, and obtain proper approval from the Government officials prior to human testing. Funds associated with human subjected testing shall not be released until IRB documentation has been provided to SSC's HRPO and approval to release funds has been obtained. **ALL** renewal and/or amendments to protocols shall be submitted to SSC-Pacific NLT 60 days **PRIOR** to proceeding with changes, to avoid approval delays and work stoppage. **Frequency** – 1 time with revisions.
7. **Monthly Report:** Create in MS Office/PDF applications. Recipient format acceptable.
8. **Research and Development (R&D) Project Summary:** Create in MS Office / PDF readable applications. Report shall include IACUC and/or IRB documentation status, to include any pending and/or completed amendments on IACUC and/or IRB protocols. The following DID para's do not apply: 1.1.3 and 1.2.1. For DID para 3.1.8, please include a summary of key points and any significant findings and all required data per the SOW.
9. **Final Agreement Review:** – Create in MS Office/PDF applications. Recipient format acceptable. The recipient shall summarize progress and findings by task. The final report shall include a list of publications and patents. Form DD882 shall be submitted with final submission. Final financial report should also be included. The recipient shall provide a draft NLT 30 days prior to official submission. Government will review for content/format and provide comments/corrections within 15 working days. Recipient shall incorporate all comments/corrections into official submission. **Note:** Draft copy is for acceptance only and not considered an official submission.